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# Ariba Network – Standard Account

## Navigating the Standard Account Home Screen & Dashboard

INTERNAL

# Logging Into Ariba Network Standard Account

- Users can log in to your Ariba Network Account at any time to modify account settings, and review the supplier dashboard to monitor outstanding Purchase Orders
- Navigate to [supplier.ariba.com](https://supplier.ariba.com) log in to your AN Standard Account

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar is highlighted with a red box and contains the URL [supplier.ariba.com/](https://supplier.ariba.com/). A red box around the address bar is annotated with the text: "Navigate to supplier.ariba.com to log in to your Ariba Network Light Account". The main content area features a "Supplier Login" form with fields for "User Name" and "Password", and a "Login" button. Red arrows point from the text box to the address bar and from the text box to the "User Name" and "Password" fields. The "Login" button is also highlighted with a red box. Below the form, there is a link for "Having trouble logging in?". To the right of the login form is a promotional banner for the 2018 SAP Ariba Live event in Las Vegas and Amsterdam. The banner includes a photo of three people and text: "2018: Join us in Las Vegas and Amsterdam", "Add SAP Ariba Live to your 2018 plans. Join us in Las Vegas, March 5-7, or in Amsterdam, April 23-25 for learning and networking with SAP Ariba experts, buyers, and other suppliers. Watch this video for highlights from this year's event in Las Vegas.", and a "Learn More" button. The footer of the page contains the SAP logo, the text "Supported browsers and plugins", and copyright information: "© 1996-2017 Ariba, Inc. All rights reserved. Data Policy Security Disclosure Terms of Use".

# Logging Into Ariba Network Standard Account

- After entering Log In credentials, you will be brought to home screen of Ariba Network

Orders, Invoices and Payments

1 Orders to Invoice | 0 Orders that Need Attention | 0 Invoices Rejected | 0 Pinned Documents | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO63811	Ralph Lauren	New	\$100.00 USD	8 Sep 2017	\$0.00 USD	Select

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Tasks: Update Profile Information 15%

SAP Ariba  
Alex Test (alex.charter@test.com) last visited 23 Oct 2017 9:23:21 AM | CBS RADIO-11-TEST | AN1061569907-T  
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# Ariba Network Home Screen

- From the Home Screen, users can monitor Purchase Orders and Invoices from within the **Standard Account Dashboard** as well as resend Purchase Orders to your email address (further detail in later slides)
- “Company Settings”** and **“My Account”** drop down menus allow you to configure/edit your company profile as well as your personal user account information (further detail in later slides)
- Click on **“Learn More”** for more information on upgrading to Ariba Network Full Use Account (further detail on later slides)

The screenshot shows the Ariba Network Supplier Home Screen. The main content area displays 'Orders, Invoices and Payments' with a table of orders. A callout box points to the 'Learn More' button, stating: 'Click "Learn More" for more information on upgrading to Ariba Network Full Use Account'. Another callout points to the 'Upgrade from light account' button. A third callout points to the 'Company Settings' and 'My Account' dropdown menus, stating: '"Company Settings" and "My Account" dropdown menus allow users to configure/edit your supplier profile and user account information'. A fourth callout points to the 'Help Center' icon, stating: 'Clicking on "Help Center" will pop out the Ariba Network Help Center. Find videos, FAQ's, and other pointers for navigating the Ariba Network'. A fifth callout points to the main dashboard area, stating: 'Light Account Supplier Dashboard allows users to monitor Pending/Submitted documents and resend Purchase Orders to your email address'. The bottom of the page shows the SAP Ariba logo and user information: 'SAP Ariba', 'Alex Test (alex.charter@test.com) last visited 23 Oct 2017 9:23:21 AM | CBS RADIO-11-TEST | AN01061569907-T', and links for 'Data Policy', 'Security Disclosure', and 'Terms of Use'.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO63811	Ralph Lauren	New	\$100.00 USD	8 Sep 2017	\$0.00 USD	Select

# Standard Account Dashboard

- From the home screen, suppliers can monitor Purchase Orders and Invoices Using the **Standard Account Dashboard**
  - Use the tiles to see statuses for different types of documents

The screenshot shows the Ariba Network Supplier Standard Account Dashboard. The dashboard is titled "Orders, Invoices and Payments" and displays various metrics for a customer named "Ralph Lauren". The metrics are as follows:

Metric	Count
Orders to Invoice	1
Orders that Need Attention	0
Invoices Rejected	0
Orders to Ship	1
New Early Payment Offers	0
Invoices Pending Payment	0
Invoices Pending Approval	0
New Purchase Orders	1
Payments that Need Attention	0
Payments Received	0
Pinned Documents	0
Orders to Confirm	1
Orders to Ship	1
Orders with Service Lines	0

Annotations on the screenshot include:

- "Monitor Purchase Orders and other documents by clicking on one of the 'Default Tiles' below" pointing to the "Orders to Invoice" tile.
- "Click 'More' to view more document types" pointing to the "More..." button next to the "Orders to Ship" tile.
- "Select additional tile to add to the Light Account Dashboard" pointing to the "Orders to Ship" tile.
- "Customize your 3 preferred 'Default Tiles' by clicking 'Manage Default Tiles'" pointing to the "Manage Default Tiles" button.

# Standard Account Dashboard Cont'd...

- Within the Standard Account Dashboard, users can monitor the last 50 documents received/submitted, or documents received/submitted within the last 31 days
- Users can also filter by customer

The screenshot shows the Ariba Network Standard Account Dashboard. The page title is "Ariba Network" and the user is "Alex Test". The dashboard displays "Orders, Invoices and Payments" with a summary of 1 Order to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 1 Order to Ship. A table lists the order details:

Order Number	Customer	Status	Amount	Date	Amount Invoiced
PO63811	Ralph Lauren	New	\$100.00 USD	8 Sep 2017	\$0.00 USD

Annotations highlight key features:

- Filter documents by customer:** A dropdown menu is shown with "All Customers" selected and "Ralph Lauren" as an option.
- Search documents submitted/received within last 31 days, or monitor up to last 50 documents submitted/received, regardless of date range:** A dropdown menu is shown with "Last 50 Documents" selected and "Last 31 days" as an option.

The footer includes the SAP Ariba logo, user information (Alex Test, alex.charter@test.com), and copyright information (© 1996–2017 Ariba, Inc. All rights reserved.).

# Resending Lost or Deleted Purchase Orders

- Suppliers can resend Purchase Orders to the email address that originally received the purchase order
- From within the Standard Account Dashboard, click **“Select,”** then click **“Send Me A Copy To Take Action”**

The screenshot displays the SAP Ariba Supplier portal interface. At the top, there's a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below this, a summary section shows 'Orders, Invoices and Payments' with statistics: 1 Order to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 1 Order to Ship. A table lists purchase orders, with one entry for 'Ralph Lauren' (Order Number PO63811, Status New, Amount \$100.00 USD, Date 8 Sep 2017). The 'Action' column for this order is highlighted with a red box, and a red arrow points to the 'Send me a copy to take action' option.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO63811	Ralph Lauren	New	\$100.00 USD	8 Sep 2017	\$0.00 USD	Select Send me a copy to take action